

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, July 11, 2016 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way
Commissioner: Jim Hart

Attending: Michael Wilson, General Manager
Brent Winters, Operations Manager
Randy Screws, SKWRF Plant Manager
Michael Whitehead, IT Manager
Tracy Fantz, Asst. Finance Manager

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the public was in attendance.

CONSENT AGENDA

1. Approval of Regular Board Meeting Minutes of June 20, 2016
2. Approval of Vouchers WSUD #25425 through #25463 in the amount of \$92,380.51
3. Approval of Vouchers SKWRF #13710 through #13742 in the amount of \$41,761.17
4. Approval of July 2016 Payroll in the amount of \$169,669.30

Commissioner Way moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Hart; motion approved 3-0.

BOARD DISCUSSION/ACTION

Introduction of Summer Help

Brent Winters introduced Bryant Rosenquist to the Board.

Second Reading, Resolution 611-16, Job Description/Pay Grade Change – GIS Specialist

Commissioner Hart moved to approve Resolution 611-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #612-16, Out-of-State Travel

Commissioner Hart moved to approve Resolution 612-16. The motion was seconded by Commissioner Way; motion approved 3-0.

Resolution #613-16, Approval of Silverview Estates Phase Two Development Project
Commissioner Way moved to approve Resolution 613-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Resolution #614-16, Approval of Small Works Contract with Structural Dynamics LLC
Commissioner Way moved to approve Resolution 614-16. The motion was seconded by Commissioner Hart; motion approved 3-0.

Discussion: 2017-2018 Budget Preparation Schedule

General Manager Wilson walked the Board through the schedule for preparation of the District's third biennial budget. The schedule spans several months and includes multiple study sessions.

Discussion: 2016 Kitsap County Comprehensive Plan (downsizing E. Port Orchard UGA)

The General Manager updated the Board on the status of Kitsap County's Comp Plan which downsizes the E. Port Orchard UGA. We will be investigating the possibility of appealing to the Growth Management Hearing Board and will report back to the Commissioners at the next meeting.

ATTORNEY'S REPORT

Not Present

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- There has been no status change in the Clarifier Hydraulic Modeling, Biosolids Study or Karcher Creek sedimentation projects
- The Deck Coatings have been completed
- The contract for biosolids transport and disposal has been completed
- Progress in being made with installation of fixtures and bulbs for the LED Lighting project
- Storage Building: Bids closed today for helical piles and preparations are being made for foundation work bid documents
- The entry area of SKWRF has been re-landscaped

OPERATIONS MANAGER'S REPORT

Operations Manager Winters reported:

- Work continues on the Well #1 Reservoir Replacement and Well #22 Pump House Construction project
- The contractor has completed painting the Powell reservoir and will return in about five weeks to paint the Fircrest standpipe
- We have contracted with REALM, Inc. to line two manholes that are leaking badly
- The contractor for Prosperity Plat is facing challenges with sewer installation
- The LED Lighting Conversion project is going well
- Salmonberry Security: The fence has been repaired and new fencing installed, and camera installation is progressing

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Salmonberry Security: Conduit to outbuildings is completed, testing of wireless gear is completed, installation of wireless gear at the administration building is nearly completed, and new cameras are on backorder
- Met with Kitsap Transit discussing a county wide radio system
- The Viewworks and ESRI servers have been upgraded
- Work station upgrades are being done and in the future we'll be upgrading Office and Exchange
- IT Manager Whitehead will be reporting to CEO at the Port of Bremerton in the future

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The majority of staff have vacation time scheduled for the summer months; - we coordinate these absences to minimize impact on the office
- This is a busy period and everything is running well

GENERAL MANAGER'S REPORT

General Manager Wilson reported:

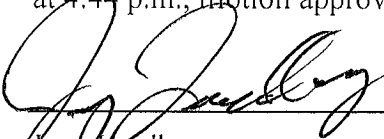
- Former District employee Greg Gerou passed away on July 4th, Greg retired in 2012 after seventeen years of service
- Has a meeting scheduled with Kitsap County to discuss the recently approved Comp Plan
- Anticipating the PSE LED street lighting project to be done this summer
- The District will be reviewing our grinder pump policy and legal obligations for pump maintenance
- Continuing work regarding the Sedgwick Interchange and how best to provide service for potential customers
- Progressing with the permitting process for Well 1 Reservoir and Well 22 Pump House

COMMISSIONER REPORTS

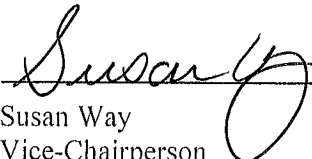
- Commissioner Hart attended a Section II and WASWD Association meetings

ADJOURN

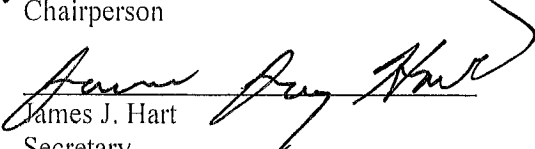
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:44 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
JULY 11, 2016 WSUD BOARD MEETING**

JULY PAYROLL	91925	SEWER OPERATIONS	54,821.22
	91926	WATER OPERATIONS	53,430.52
	91927	INFORMATION TECHNOLOGY	7,106.65
	91928	SKWRF	<u>54,310.91</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>169,669.30</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #25425 through #25429 issued 6/29/16 in the amount of \$4,800.72; and vouchers #25430 through #25463 issued 7/11/16 in the amount of \$87,579.79 :

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	22,000.07
Fund 91926 - Water Operating Fund	27,938.78
Fund 91927 - Information Technology Fund	5,281.16
Fund 91930 - Water Capital Improvement fund	21,535.55
Fund 91933 - Sewer Capital Improvement Fund	<u>15,624.95</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	92,380.51

SKWRF

SKWRF vouchers #13710 through #13742 issued 07/11/16 in the amount of \$41,761.17:

Fund 91928 - SKWRF Operating Fund	41,761.17
Fund 91931 - SKWRF Capital Improvement Fund	<u>0.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	41,761.17

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>134,141.68</u></u>
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